

BOARD MEETING

06 DECEMBER 2023 (2:30PM-4:30PM)

Commented [JB1]: Do we need to add who was present - if we are using initials, I think we need to have something at the start to say who they refer to.

MINUTES

1. Opening Remarks (JPR)

- o Welcome to Ali Smith, Finance Manager.
- o Thanks to Justine Baynes, CEO for the last 12 months and all the work she has done.

2. Apologies and Declarations (JPR)

In attendance:

- o Jules Parke-Robinson; Kirstin Furber; Emma Calvert; Kevin Analuwa; Tanya Harris; Sam Whale; Clare Griffiths; Joe Bestwick; Emma Foden; Chris Hassell; Justine Baynes; Diccon Edwards; Ali Smith; Tina Shepperson (for minutes).

Apologies:

- o Frances Kremarik.

Conflicts of interest:

- o CH – Coventry; JoB – Jaguars and Nottingham University; CG Loughborough Lightning.

3. Minutes and Matter Arising (JPR)

- o All matters closed out.

4. Strategy RAG Report and Dashboard (JB)

- Key points to note are:
 - 3x3 is staying as amber as there is currently no strategy but positive conversations are taking place with Ball Out who run a 3x3 competition during the summer.
 - JB raised a concern about resource in developing commercial partnerships to bring in additional funding. The Board agreed to create a working group to enable Board members who have contacts that could be optimised and time to support in this area to provide additional resource.
 - In the UKS Engagement meeting, it was reiterated that we should expect a standstill budget for the LA cycle. In reality, this represents a cut of around 20-25% against current expenditure levels. This was discussed at the recent PAG meeting and different options explored - there may be difficult decisions to be made for the WCP. The final submission date is January 15th for the first draft of the LA cycle strategy and budget.
 - The IWBF meeting was hosted last week and went well. JB has been asked to be part of an initiative around raising the profile of the sport internationally.
 - Number of officials, particularly the reduction in the number of referees was flagged as a concern. The number of licensed referees, table officials and statisticians have all decreased since 2022. Jenny Buckham Hedges, the Workforce Manager has a workforce development plan in progress and is

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confident that this trend can be reversed. JB will present the plan in the March board meeting.

- The 2025 -2037 strategy was discussed and JB reported that only one board members had responded with feedback. All board members were asked to provide comments by Friday 15th December.
- *Action: JB to set up a Board working group to address commercial funding.*
- *Action: Board to provide strategy comments by December 15th, after which JB and JPR will progress the strategy in January ahead of March board meeting.*
- *Action: JB to bring the Workforce Development Plan to the next board meeting.*

5. Audited Accounts& Q2 Management Accounts (AS)

- The end of year and management accounts had been presented at FRAG and the accounts have been signed off. AS is working with Sedulo to present the accounts in a more simplified format with more responsibility passing to the budget holders. It was reiterated that BWB is currently in a good place financially and thanks were passed to AS for her assistance with this. Reserve funds are currently being moved to a higher interest account.

6. Risk Register (JB)

- There had been minimal changes to the risk register since the last meeting other than an additional risk of digital communications/platform. There are no short-term risks to manage and many of the risks have been reduced as a result of control measures being implemented.

7. EDI report (JB)

- The DIAP has been produced and was submitted to an external provider who gave positive feedback on it. The next step is to make a public presentation of this on the BWB website by the end of January 2024. Grant Wilson (IAG Manager) is currently working on this whilst Jo Rutavicius is on maternity leave.

8. Integrity Report (JB)

- There were no significant concerns to report. There are currently no major safeguarding cases and two complaint cases.
- The BDO audit in 2022 suggested r that BWB undertake a safeguarding review which has now been completed by Jo Coates. The report was submitted to the board, with key recommendations being implementation of conflict resolution and mediation training for staff and club welfare officers to try and prevent escalation of small issues and a more active role from the board in setting the culture of behaviour within the sport. All board members supported the suggestions made in the report.
- UKS are driving a project to support the creation of one safeguarding body within the sport, rather than the fragmented approach that currently exists.
 - *Action: KF to assist with implementing the recommendations of the safeguarding review.*

9. Junior Development Review Update (JB)

- The findings from the consultation were shared with the board and were well received. All were in agreement that there is a strong platform on which to build the junior strategy and

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support clubs in delivering a robust junior offering. Communication will be at the heart of this and therefore digital communication platforms need to be explored. The team are working on a strategic plan and implementation programme and more information will be shared with the board in due course. There could be as many as 600+ young people playing wheelchair basketball already who are not registered with BWB or have any relationship with the organisation. Thanks were passed to Jo Rutavicius Jay Popat and Aaron Blyth-Palk for their assistance with this.

10. BBF/BWB Update (JB)

- UKS have agreed to fund an external person to conduct a scoping exercise into a potential collaboration with the BBF. The outcome of this is not yet determined, but the exercise will explore ways in which this could work to benefit both parties and grow the sport of basketball. JB made it clear that there is no resource within BWB to deliver any more within current budgets and that the wheelchair part of the sport will not be compromised in any way. Any future collaboration must benefit BWB and not be detrimental. A further update will be provided to the board when the scoping exercise is complete about the potential ways forward. Acknowledgement was given by the board to JB for identifying and exploring this collaboration.

11. Board Reviews (JPR)

- As part of board governance, these are done annually and the process was explained for the benefit of the new board members. Skills are fed into the matrix to identify any skills lacking on board to assist in the recruitment of new members. Sub committees will be reviewed as part of this.
 - Action: JB and JPR to look into an external board review in 2024.
 - Action: Agenda point for Noms for an external person to validate the reviews.
 - Action: JPR to send board evaluation packs out to board.
 - Action: 121's to be completed by end January 2024.

12. AOB (JPR)

- Thanks were passed to the exec team for the quality of board paperwork and for it being sent out in advance of the meetings.
- TH offered assistance with Paris
 - Action: JB to provide staff structure to board.
 - Action: FRAG dates to be set up for next year.

Date of Next Meeting: Friday 1st March 2024

ACTION LOG:

06.12.23	World-Leading NGB	Set up a working group to address commercial funding.	JB
06.12.23	World-Leading NGB	Bring the Workforce Development Plan to the next board meeting.	JB
06.12.23	World-Leading NGB	Work on strategy feedback.	JB/BOARD

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06.12.23	World-Leading NGB	Assist with implementing the findings of the safeguarding review.	KF/JB
06.12.23	World-Leading NGB	Look at external board review in 2024	JB
06.12.23	World-Leading NGB	Agenda point for Noms for an external person to validate the reviews.	TS
06.12.23	World-Leading NGB	Send board evaluation packs out to board.	JPR
06.12.23	World-Leading NGB	121's to be completed by end-January 2024.	JPR/BOARD
06.12.23	World-Leading NGB	Provide staff structure to board.	JB
06.12.23	World-Leading NGB	FRAG dates to be set up for next year.	TS/JB/JPR/EC

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